



Natural Resources Conservation Service  
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**October 28, 2008**

**PENNSYLVANIA BULLETIN NO. PA360-9-2**

**SUBJECT: PER – Annual Ethics Training Requirement for OGE450 Filers**

**Purpose.** To remind all employees required to file the Office of Government Ethics Confidential Financial Disclosure Report (OGE Form 450), of their requirement to complete annual ethics training by November 30, 2008.

**Action Required By: November 30, 2008**

**Background.** Each calendar year, employees who are required to file the OGE Form 450 report must also complete ethics training by November 30, 2008 (5 CFR Part 2638.705).

**Explanation.** OGE Form 450 filers must complete a minimum of three ethics training modules on the USDA AgLearn website by November 30, 2008. All sessions must be recorded in AgLearn. See Attachment A, instructions for taking ethics training in AgLearn.

**Contact.** If you have any questions or concerns, please contact Anne Anderson, State Administrative Officer/Ethics Advisor (717) 237-2143 or Donna Via, State Training Officer (717) 237-2225.

*/s/ Gary P. Smith*

**CRAIG R. DERICKSON**  
State Conservationist

Distribution: OGE 450 Filers

Attachment:

- Attachment A - Instructions for Ethics Training on AgLearn

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